

# Candidate Information Bulletin



A Division of **CAPSTAR**

## STATE OF UTAH Professional Land Surveyor

### Examinations

- Utah Local Practice Examination

### Licensure Process

Upon completion of all licensure requirements, including passing the Fundamentals of Land Surveying (FLS) Examination, the Principles and Practice of Land Surveying (PLS) Examination and the Utah Local Practice Examination, submit a completed application for licensure to:

By US Mail

**Division of Occupational and Professional Licensing**  
P.O. Box 146741  
Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

**Division of Occupational and Professional Licensing**  
160 East 300 South, 1<sup>st</sup> Floor, Main Lobby  
Salt Lake City, Utah 84111

Applications for licensure are available on the Internet at [www.dopl.utah.gov](http://www.dopl.utah.gov).

You may also obtain applications from:

**Experior Assessments  
A Division of Capstar**  
1260 Energy Lane  
St. Paul, MN 55108  
Phone: 800.882.3981  
[www.experioronline.com](http://www.experioronline.com)

### Special Test Consideration

#### AMERICANS WITH DISABILITIES ACT (ADA)

If you require testing accommodations under the *Americans with Disabilities Act* (ADA), please call Experior to obtain an Accommodation Request Form. Reasonable testing accommodations are provided to allow candidates with documented disabilities, which are recognized under the *Americans with Disabilities Act* (ADA), an opportunity to demonstrate their skills and knowledge. Candidates should submit professional documentation of the disability with their application to help determine the necessary testing arrangements. Thirty days' advance notice is required for all testing arrangements. There is no additional charge for these accommodations.

Note: If English is your second language, a language barrier is not considered a disability.

### Examination Fees

The Utah Local Practice Examination fee is **\$70**. Examination fee may be paid by check or money order made payable to Experior.

**Examination fees are nonrefundable and nontransferable.**

### Registering for the Examination

Experior provides computer-based testing (CBT) at any of the multistate Capstar Testing Network™ centers, including the testing center located at 5486 South 1900 West, Suite C, Taylorsville, Utah. Paper-and-pencil testing is also available once per month in St. George, Utah.

Registration and scheduling is available by:

1. **MAIL:** Complete the Examination Application form and mail with your examination fee(s) to:

**Experior Assessments  
A Division of Capstar**  
1260 Energy Lane  
St. Paul, MN 55108

You will be scheduled for an appointment at the first available time at the location you indicate on the application form.

2. **FAX:** If paying the exam fee(s) with Visa or MasterCard, complete the Examination Application form and fax to Experior at 800.347.9242. You will be scheduled for an appointment at the first available time at the location you indicate on the application form.
3. **PHONE:** If paying the exam fee(s) with Visa or MasterCard, you may register and schedule your appointment by calling Experior at 800.882.3981 Monday through Friday between 6 a.m. and 7 p.m. (Mountain time).

Approximately ten days after your application is received, Experior will mail you an Admission Letter providing you with the examination date, time and location.

#### RESCHEDULING YOUR APPOINTMENT FOR OTHER THAN THE ST. GEORGE TESTING SITE

To avoid a rescheduling fee, you must call Experior at 800.882.3981 **at least three full business days** before the day of your scheduled appointment. **Before you call to reschedule**, refer to the chart below to determine the *last day* you may call without paying a \$40 rescheduling fee.

*Note: the schedule below does not include holidays.*

If your exam is on:	Call by 7 p.m. Mountain time the previous: (This is the last day you may call without paying a rescheduling fee.)
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

If you do not allow at least three full business days to reschedule your appointment, as described above, you will be required to pay a \$40 rescheduling fee prior to choosing another appointment. Call Experior to pay this fee using Visa or MasterCard and reschedule your appointment. You may also pay the \$40 rescheduling fee by mailing a cashier's check or money order, or by providing Visa or MasterCard information.

#### **RESCHEDULING YOUR APPOINTMENT FOR THE ST. GEORGE TEST SITE**

You must call Experior at 800.882.3981 at least **11 business days** before the day of your scheduled appointment. If you do not allow at least 11 full business days, you will forfeit your exam fee and will be required to pay another exam fee prior to rescheduling your appointment. Call Experior to pay the fee using Visa or MasterCard and reschedule your appointment. You may also pay the fee by mailing a cashier's check or money order, or by providing Visa or MasterCard information.

***If you fail to appear for your appointment, your examination fee will be forfeited and you must reapply for the examination.***

#### **Computerized Testing**

With the exception of the paper-and-pencil examination administered in St. George, the Utah Local Practice Examination is administered using Experior's user friendly, windows-based, computerized testing system. Experior uses IBM compatible personal computers, similar to what you may have at home or in your business. You do not need any computer experience to use this system. In fact, you will only need to use five keys on the keyboard to take the test. (The other keys are disabled—there is no way you can harm the computer, the program or the test by touching the wrong key.)

Prior to beginning your examination you can take a practice examination to become familiar with the computer testing system. A staff member will be available to help you if you need further assistance.

You will receive your score at the conclusion of the examination.

#### **Walk-In Testing**

Walk-in testing is provided at the Experior Taylorsville site on a space-available basis for an additional **\$10** fee. No reservation is required. The examination fee plus the \$10 walk-in fee must be paid prior to taking the examination.

#### **Out of State Candidates**

Candidates can schedule to take the test at any of Experior's out-of-state locations on dates where testing is already scheduled to take place. Contact Experior for more information.

#### **Scoring**

Candidates taking a computer-based exam will receive a Score Report at the conclusion of the examination. Candidates taking a paper-and-pencil exam at the St. George testing center will receive the Score Report by mail approximately two weeks after the exam date. The report will indicate **PASS** or **FAIL** and your percentage. The minimum score of **75 percent** is required to pass. The Score Report will provide you with information regarding the next step in the licensure process or information about retaking the examination.

#### **DUPLICATE SCORE REPORT**

To obtain a duplicate score report call Experior at 800.882.3981. The fee is **\$20** per score report per exam.

#### **Strength and Weakness Report**

If you do not pass the examination, you may request a Strength and Weakness Report by calling Experior at 800.882.3981. For candidates that test by computer, please wait at least 48 hours after receiving your Score Report before calling to request a Strength and Weakness Report.

This report will help you determine areas where more study is needed before you retake the test. The fee for this report is \$20 per examination. The report is only available for your most recent examination.

#### **Certificate of Achievement**

Candidates passing their examination deserve recognition for their accomplishment. Experior has prepared a beautifully designed 8.5 x 11 Certificate of Achievement suitable for framing. We will print your name and the name of the exam you successfully completed on the certificate. To order a certificate, call Experior at 800.882.3981. The fee is \$20 per exam.

#### **What to Bring with You**

- A current, valid, clearly recognizable picture identification. (current driver's license preferred)

If you do not provide appropriate identification, you will not be permitted to test and you will forfeit your fee.

## General Policies and Procedures

### Security Policies

Irregularities observed during the examination administration, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aid to other candidates, attempting to remove test information by any means, possession of unauthorized notes or equipment, or sharing supplies may be sufficient cause to end your test participation, or to invalidate or cancel scores. Irregularities may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of testing materials.

Exterior reserves the right to investigate each incident of misconduct or irregularity and will report such problems directly to DOPL. DOPL makes all final decisions on test score invalidations and cancellations.

Irregularities may result in your inability to test for a stated period of time or cause testing to take place under special conditions.

No visitors, guests or children are allowed in the test center.

### Copyrighted Exam Questions

All test questions are the copyrighted property of Exterior Assessments, LLC, except questions directly based on Utah law, statutes or regulations. Such state-specific questions are the property of the State of Utah. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

### Emergency Closing

In the event of inclement weather or a similar emergency, a scheduled examination may be canceled or delayed. However, due to the problematic logistics of a cancellation, this decision is made only in rare instances, and at the discretion of Exterior. If a test center is open for testing and you choose not to appear for testing, your fee will be forfeited and you will need to reschedule your examination. If you have concerns, contact Exterior.

### Environmental Distracter

Although Exterior makes every attempt to provide an environment conducive to testing, outside noise and room temperature fluctuations are sometimes unavoidable problems. You may wish to dress in layers so you can easily adapt to a cooler or warmer climate in the examination room.

## Appeal Committee

Our goal at Exterior is to provide a quality test and a pleasant testing experience to every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. To facilitate this, we provide an opportunity at the end of your exam to make comments, and

your comments will be reviewed by Exterior personnel, but you will not receive a direct response. You may also contact one of our Candidate Support Specialists at 800.882.3981 to discuss your concern. The Candidate Support Specialist will direct your inquiry to the appropriate individual for response.

We try to resolve candidate concerns at the testing site or on the phone whenever possible. If you feel that your concern has not been resolved, you must put your comments in writing to the following address:

**Exterior Assessments  
A Division of Capstar  
ATTN: Appeal Committee**  
1260 Energy Lane  
St. Paul, MN 55108  
Fax: 800.347.9242

**If your concern is regarding the content of the exam, you must mail your concern to Exterior**, as only original signatures can be accepted. No faxes are allowed. If your concern is regarding registration, scheduling or test administration, (testing site procedures, equipment, personnel, etc.), you may either mail or fax your concern to Exterior. In your letter, include your name, your Social Security number, the name of the exam, the date you tested and a specific description of your concern and the relevant facts surrounding it. Exterior will investigate your concerns and you will receive a response in writing from the Appeal Committee within 10 business days of receipt at Exterior.

## Description of the Utah Land Surveyor Local Practice Exam

The Utah Local Practice Examination is closed book and consists of 65 multiple-choice questions. You will have two and one-half hours to complete this examination. A minimum of **75 percent** of the exam questions must be answered correctly to pass the examination.

## Law Exam References

A Study Guide (consisting of two booklets) has been prepared to assist you in preparing for the Law examination. This Study Guide includes every question that could be included on the actual examination along with the answers, a content outline listing the sources from which the examination was developed and relevant sources (i.e., state statutes, rules, etc.). The cost of the Study Guide is \$20 (plus shipping/handling and tax). You may order this Study Guide by calling Exterior or by completing and submitting the enclosed Order Form.

**Note:** The Laws and Rules exams are based on the materials included in the Study Guide. The version of the laws and rules in the Study Guide may or may not reflect the current laws and rules listed on the Utah DOPL Web site at [www.dopl.utah.gov](http://www.dopl.utah.gov).



A Division of CAPSTAR

## STUDY GUIDE ORDER FORM

### DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING

#### ***UTAH LOCAL PRACTICE EXAMINATION PROFESSIONAL LAND SURVEYOR***

The documents listed below are included in a Study Guide that has been prepared to assist candidates taking the Utah Law and Rules Examination and can be ordered from Experior Assessments, the Division's contract testing agency.

1. *Division of Occupational and Professional Licensing Act*
2. *General Rules of the Division of Occupational and Professional Licensing*
3. *Professional Engineers and Professional Land Surveyors Licensing Act*
4. *Professional Engineers and Professional Land Surveyors Licensing Act Rules*
5. *NCEES Model Rules of Professional Conduct*
6. *Departmental Memorandum - Highway Department Control of Dedicated Highways*
7. *County Surveyor*
8. *County Land Use Development and Management Act*
9. *Utah Coordinate System*
10. *Condominium Ownership Act*

The fee for the Study Guide is \$26.27 (includes sales tax).

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### **UTAH LOCAL PRACTICE EXAMINATION (PROFESSIONAL LAND SURVEYOR) (24)**

If requesting by mail, send this portion of the order form with the fee to Experior. Payment may be by cashier's check, money order, Visa or MasterCard. Phone or fax orders must be paid with Visa or MasterCard. All sales are final.

Experior Assessments  
A Division of Capstar  
1260 Energy Lane  
St. Paul, MN 55108  
800.882.3981  
Fax: 800.347.9242

QTY	ITEM	Study Guide	Shipping/Handling	Sales Tax	Total
	<b>Utah Local Practice Examination (Professional Land Surveyor) Study Guide</b>	\$20 each	\$5	\$1.27	\$

Name: \_\_\_\_\_

Address: \_\_\_\_\_

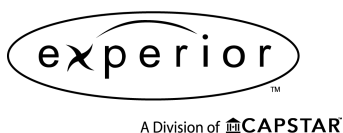
City, State, ZIP: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**PAYMENT**    ☐ Cashier's Check    ☐ Money Order    ☐ Visa    ☐ MasterCard

To pay by credit card, complete the information below.

Card Type (Circle) Visa    MasterCard	Card Number	Expiration Date (month/year)
Name of Cardholder (Print)		Signature of Cardholder



# Professional Land Surveyor Examination Registration Form

## CANDIDATE INFORMATION

Last Name	First Name	Middle Initial	Social Security Number
Street Address (including Apt. number or P.O. Box, if applicable)			
City, State, ZIP Code			
Daytime Phone (include area code)		Business Phone (include area code)	

## EXAM FEE

Exam Title	Exam Fee
Utah Local Practice	\$70

Payment may be made by cashier's check, money order, Visa or MasterCard, payable to Experior. To pay by credit card, complete the information below.

Card Type (Circle) Visa      MasterCard	Card Number	Expiration Date (month/year)
Name of Cardholder (Print)		Signature of Cardholder

## EXAM LOCATION

- ☐ Taylorsville, UT
- ☐ St. George, UT — exams at this testing site are in paper-and-pencil format.
- ☐ Other Capstar Testing Network center: To test at another test site, call Experior at 800.882.3981 ten days after submitting this registration form and fee(s).

## REGISTRATION

**By Mail:** Send this completed form with the appropriate fee(s) to:

**Experior Assessments**  
**A Division of Capstar**  
1260 Energy Lane  
St. Paul, MN 55108

**By Fax:** If paying with Visa or MasterCard, you may fax your registration to 800.347.9242.

**By Phone:** If paying with Visa or MasterCard, you may register by phone:

- For the St. George testing site, call 800.882.3981
- For Taylorsville or another Capstar Testing Network center, call 800.882.3981

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_